INSTRUCTIONS FOR COMPLETION OF DD FORM 611-1
Purpose of Government Furnished Equipment
Rejection Failure Data

This form was developed to furnish Department of Defense information on Government Furnished Equipment (GFE) rejects and failures.

GENERAL INSTRUCTIONS

Defense Contracting Activities have published regulations with a statement of criteria for requiring this form. Read the applicable regulations before completing the form.

TO: Enter name of Defense Contracting Activity designed to receive report, e.g., Aeronautical Systems Division, WPAFB, Ohio; United States Army Troop Support and Material Readiness Command, St. Louis, Missouri; etc.

Page of Pages: Self-explanatory.

For Reference Consult: Enter name and telephone number of the Prime Contractor's representative responsible for preparing and submitting report.

Period Reported: Enter date(s) of reporting period in accordance with submission schedules established by the Defense Contracting Activities regulations.

Applies to Requirements Schedule Dated: Identify by date MGFEL (approved DD Form 610, GFE Requirements Schedule) and revision number used to prepare report.

How To Obtain Forms: Copies of this form can be obtained from Department concerned (through the Military Departmental Contracting Officer) or reproduced by contractor.

Security Classification: When any information in report is classified, contractor will make sure that proper security classification is assigned. The latest copy of DD Form 254 (DOD Contract Security Classification Specification) will cite proper security classification.

SPECIFIC INSTRUCTIONS

Preparation of Header

Column 1 - Identify title of report by alpha, E.

Column 2 - Blank.

Column 3 - 11 - System Design, Model, Series - Give the system designation, model, and series (i.e.) KC-10A, XM-1.

Column 12 - 13 - Blank.

Column 14 - 17 - Date - Column 14 - 16 - Cutoff Julian Day. Give the last day covered by the report by Julian Day. For example: 1 Oct 97 enter 2747. Prefix field with zeros. Column 17 - Year.

Column 18 - Blank.

Column 19 - X-11 Punch - Control to indicate end of report to page eject for next report.

Column 20 - Blank.

Column 21 - 32 - Prime Contract Number - Identify prime contract by number for which report is submitted. Omit station number and service part of contract number. Column 21 - Code A (Army), F (Air Force), N (Navy). Column 22 - 26 - Activity Identifier - See DAR 20-203.1. Prefix field with zeros. Column 27 - Fiscal Year - Last digit of fiscal year. Column 28 - Type Instrument - See DAR 20-203. Column 29 - 32 - Serial Number. Prefix field with zeros.

Column 33 - 34 - Blank.

Column 35 - 54 - Report Title - Failure Data - Leave blank between words.

Column 55 - Blank.

Column 56 - 70 - Contractor, City, State - Identify contractor and location. Abbreviate as required. Leave blanks between words.

Column 71 - Blank.

Column 72 - 74 - MGFEL (approved DD Form 610) Julian Day - Prefix field with zeros.

Column 75 - Year.

Column 76 - Blank.

Column 77 - 78 - MGFEL (approved DD Form 610) Revision Number - Prefix field with zeros.

Column 79 - 80 - Blank.

Preparation of Failure/Data Report

Column 1 - Identify data report by alpha F.

Column 2 - 14 - National Stock Number (NSN) or Service Identification Number (SIN) - Give the SIN of the GFE item as listed on the MGFEL (approved DD Form 610) or the NSN (for Air Force programs). When giving a SIN prefix field with zeros.

Column 15 - Complexity Code - Enter applicable alphabetic complexity code in accordance with Defense Contracting Activities instructions.

Column 16 - 22 - Defective Part - Identify defective component of end item (i.e.) resistor, diode, clip, wire, etc. Use end item nomenclature only when defective component cannot be isolated. Suffix field with blank.

Column 23 - 29 - Prime Contract Number - Identify the prime contract by number for which report is submitted. Column 23 - Department Identifier. A (Army), F (Air Force), N (Navy). Column 24 - Fiscal Year. Column 25 - Type Instrument - see DAR 20-203. Column 26 - 29 - Serial Number. Prefix field with zeros.

Column 30 - 37 - System Design, Model, Series. See Columns 4 - 11 - Preparation of Header.

Column 38 - 41 - Delivery Status Factor - For the monthly summary enter the cumulative quantity, identified by source (equipment manufacturer, AF Depot or maintenance/repair contract) of each individual NSN or SIN that has been physically moved from the GFE storage to inspection or assembly stations. The quantity of item rejected and/or scrapped during reviewing inspection will be included in the Delivery Status Factor (DSF), however, items passing receiving inspection will be included in the DSF until they are disbursed to subsequent inspection, tests, or production stations. Prefix field with zeros. For the as occurred report enter the name of the GFE end item (abbreviate as necessary).

Column 42 - 45 - Rejects - For the as occur report enter the cumulative number of item malfunctions or having evidence of damage beyond repair capability at contractor's installation station. Enter only quantity verified by Quality Control/Material Review Board as rejects requiring repair or replacement. Prefix field with zeros. For the monthly summary enter the number of items delivered to the system assembly line.

Column 46 - 52 - Serial Number - Enter manufacturer's serial number of end item rejected. Prefix the field with zeros.

Column 53 - New or Repaired - Identify a new item with alpha N. A repaired item with alpha R.

Column 54 - When Discovered - Give the appropriate code from the list of when discovered codes provided in AFM 300-4.

Column 55 - 58 - Date Rejected - Column 55 - 57 - Julian Day - Prefix field with zeros. Column 58 - Year. For example 1 Oct 97 enter 2747.

Column 59 - 61 - How Malfunctioned - Give the applicable how malfunction code from the list of How Malfunction codes provided in AFM 300-4.

Column 62 - Action Taken - Identify the applicable action taken code from the list of Action Taken codes provided in AFM 300-4.

Column 63 - 69 - Manufacturer, Repair Source, or IM - Identify manufacturer if a new item, repair source if a repaired item, or the Inventory Manager. Identify by the five (5) digit code in the "Federal Supply Code of Manufacturers." Abbreviate as required if the five digit code is not available in this publication.

Column 70 - 76 - Equipment Manufacturer's Contract Number - Identify applicable contract number on which rejected item was manufactured or repaired. Column 70 - Department Identifier - A (Army), F (Air Force), N (Navy). Column 71 - Fiscal Year - Last digit of fiscal year. Column 72 - Type Instrument - See DAR 20-203. Column 73 - 76 - Serial Number - Prefix field with zeros.

Column 77 - 78 - Logistics Responsibility - Enter applicable code in accordance with Defense Contracting Activities instructions. Abbreviate as required (cognizant ACO Cleveland-CL).

Column 79 - Blank.

Column 80 - Change Code - A - Add information, B - Change information, D - Delete.